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DEPARTMENT OF EDUCATION
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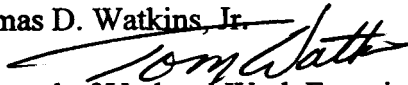


THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

August 30, 2004

MEMORANDUM

TO: State Board of Education

FROM: Thomas D. Watkins, Jr. 

SUBJECT: Approval of Updated Work Experience Standards for Vocational Teacher Preparation Programs

In 1973, the State Board of Education approved rules for the certification of vocational education teachers. These rules require all vocational teachers to complete a minimum of two years of employment experience in a specific occupation or a supervised work experience program prior to certification. The Board last approved standards for this work experience in September 1987.

In a joint project beginning in fall 2002, the Office of Professional Preparation Services within the Michigan Department of Education (MDE) and the Office of Career and Technical Preparation within the Michigan Department of Labor and Economic Growth (MDLEG) worked collaboratively to develop recommendations to clarify the preparation of vocational teachers. The updated work experience standards presented here were supported by an ad hoc committee convened to focus on issues related specifically to vocational technical education that met in March and August 2003.

To provide information on the proposed work experience standards, as well as on other recommendations from the ad hoc committee, and to gather feedback from various stakeholders, a mailing was sent to all teacher preparation institutions, all school districts with career and technical education programs, and a random sample of other local and intermediate school districts (ISDs) in August 2003 inviting them to review these proposed standards, to respond to MDE or MDLEG staff with comments and suggestions, and to attend a discussion forum on September 25, 2003.

At the forum, these proposed work experience standards were discussed, along with other proposals related to the preparation of teachers in the area of career and technical education. Approximately 76 individuals attended from teacher preparation institutions, professional associations, community colleges, intermediate school districts, and K-12 schools.

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Prior to the forum, the proposed changes were discussed with the Board-appointed Professional Standards Commission for Teachers (PSCT) and the commission members were invited to attend the September 2003 forum.

As a result of the feedback received, the proposed standards were clarified before they were presented again to the PSCT who recommended adoption. The proposed work experience standards are presented in Attachment 1.

It is recommended that the State Board of Education approve updated work experience standards for the preparation of teachers for vocational certificates and certificate endorsements, as discussed in the Superintendent's memorandum dated August 30, 2004.

**Vocational Endorsement and Authorization
Proposed Work Experience Standards
September 2004**

Current Definitions

Reference: *Administrative Rules Governing the Certification of Michigan Teachers, Part 6*

- **Occupational Area**
The occupational area of the endorsement would generally be defined by the code (VA, VB, etc.).
- **R 390.1161 State secondary provisional certification with vocational endorsement Rule 61.**
 - (1) An applicant for vocational endorsement shall meet the requirements for State secondary provisional certification as described in part 2 of these rules as well as presenting evidence of completing:
 - (a) A program in vocational teacher education at an institution approved by the state board for the preparation of vocational teachers in the occupational area of the endorsement.
 - (b) A major or a minor in an approved program in the occupational area of the endorsement.
 - (c) Two years of work experience in the occupational area of the endorsement or completion of a planned equivalent program of directed supervised occupational experience approved by the department of education. The occupational experience shall be characterized by its relevancy and recency.
 - (2) Vocational endorsement is valid for teaching in the stated occupational area in approved vocational education programs.
- **R 390.1163 Temporary vocational authorization Rule 63.**
 - (1) A temporary vocational authorization document may be issued upon the report of a designated vocational teacher education institution to an applicant presenting evidence that he has met the following requirements:
 - (a) Possesses a baccalaureate degree.
 - (b) Has a major or minor in the field of specialization in which vocational authorization is being requested or equivalent graduate credits to substitute for the required major or minor.
 - (c) Has a minimum of 2 years of experience in the occupational area concerned or has completed a planned program of directed supervised occupational

experience approved by the state board. The occupational experience shall be characterized by its relevancy and recency.

- (2) Temporary vocational authorization is valid for teaching in those courses in which instruction is limited to the occupation specified on the authorization in approved vocational programs. It is valid for 6 years.

- **R 390.1165 Annual authorization**

Rule 65.

- (1) If a candidate does not meet the standards outlined for temporary vocational authorization, an evaluation of competency shall be made by the department of education. The department shall determine the adequacy of the candidate's combined education and occupational and teaching experience at the journeyman level in apprenticeable trades. If the candidate is deemed competent, a 1-year vocational authorization shall be issued to the school district. This annual vocational authorization is planned primarily for persons who will be teaching vocationally approved courses in grades 9 to 12.
- (2) This annual authorization is valid for teaching those courses in approved programs in which instruction is limited to the occupation specified on the authorization.
- (3) A school district shall certify that a vocational education certificated teacher is not available. A school district shall document that a vocational education certificated teaching opening was advertised, but a teacher was not available, before applying for the annual vocational authorization. The advertising requirement does not apply if the noncertificated teacher for whom the annual vocational authorization is sought is annually and continually enrolled and completing credit in an approved vocational teacher preparation program leading to vocational certification, or has submitted evidence of the equivalent, in continuing education units completed through professional development programs or professional activities defined and approved by the state board. The exemption from the advertising requirement shall not be granted for more than 8 consecutive school years.

Requirements for Work Experience

Two years (4,000 hours) of **recent** (See Section on Recency) **and relevant** work experience shall be required of a candidate for Vocational Authorization (Temporary or Annual).

- All work experience presented by the candidate must be completed within the six years immediately preceding application for the vocational authorization.

All work experience must be acquired in the specific occupational area for which the candidate is seeking certification. (All work experience must align with the

Classification of Instructional Programs (CIP) code descriptions of occupational areas contained in the Office of Career and Technical Preparation *Administrative Guide for Career-Technical Education in Michigan*.)

- Full-time and part-time work is allowable in calculating the total number of hours of work experience.
- All work experience shall be wage-earning employment or documented work experience in a family operated business.
- Self-employment is permitted, provided it is adequately documented that the applicant was actively conducting a business.

Relevance of Work Experience

All work experience must be in the specific occupational area of the endorsement. K-12 teaching experience cannot be counted.

- All employment experience must be documented. Applicants must provide a notarized affidavit affirming work experience signed by both the applicant and employer(s). Affidavits will be retained by:
 - the post-secondary institution (temporary)
 - the school district (annual)Applicants must retain a minimum of three methods of documentation (W-2's, tax returns, job/position descriptions, letters verifying work experience from employers) to substantiate their experience.

Self-employment experience may be verified utilizing business records, tax returns, and notarized statements from clients or suppliers.

- Experience in family operated businesses may be documented with W-2's, tax returns, job/position descriptions, and business records or tax returns from the family-owned business.

Work Experience Alternatives

If the above cannot be completed, the following alternative methods to establish work experience may be considered.

All candidates choosing to use the alternative methods of establishing work experience (below) must also complete a minimum of 2,000 hours of actual hour-for-hour work experience in the specific occupational area.

Supervised Work Experience (Internships)

Up to 1,000 hours of the required work experience may be completed through a planned program of directed and supervised work experience at a post-secondary institution approved by the Michigan Department of Education.

Supervised work experience must meet all of the following criteria:

- Carry course credit that is indicated on the candidate's official transcript.
- Not be applied to the candidate's major or minor credit hour requirements.
- Be a planned full-time work experience in the candidate's occupational/teaching specialty.
- Be supervised by a qualified representative from the post-secondary institution.
- Provide quality work experience, including performance of actual job tasks.
- Be relevant to the occupational area and comprehensive in nature.
- Be applied at no more than a 1:2 ratio of hours worked toward the work experience requirement.

Student Teaching

Up to 1,000 hours of time spent in student teaching (teacher internship) placements in a State approved career and technical education program classroom in the specific occupational area for which an endorsement is being sought may be used in computing the required 4,000 hours.

Hours performed during student teaching (teacher internship) must be supervised by a teacher education institution approved to recommend candidates for certification in the specific vocational occupational area, and must be documented on the candidate's official transcript.

Occupational Assessment

The candidate may use successful completion of an occupational competency assessment considered acceptable by appropriate State staff to substitute for up to 1,000 hours of work experience. (See list of approved assessments.)

The assessment must be specific to the occupational field and performance must be documented. The results must be retained by:

- the post-secondary institution (temporary)
- the school district (annual)

A candidate who uses the occupational competency assessment for work experience may not also use the test for establishing university academic credit.

Business or Industrial Training Program

Up to 1,000 documented hours of time spent participating in or instructing a business or industrial training experience in the specific occupational area may be accepted toward the work experience requirement.

The learning agreement must indicate that the candidate training program was directly related to the specific occupational area in which certification is being sought.

Post-secondary Instructor

Up to 1,000 hours of the time spent as a post-secondary instructor of an occupational program in the specific occupational area may be accepted toward the 4,000 required hours.

Paraprofessional

Up to 1,000 hours of the time employed as a paraprofessional in an approved Career and Technical Education/occupational program in the specific occupational area may be accepted toward the 4,000 required hours.

Recency Alternatives

Work experience older than six years shall not be accepted, except in the following specific circumstances:

- The candidate is currently teaching under an Annual Vocational Authorization issued to a school district by the Michigan Department of Education, Office of Professional Preparation Services.
 - Work experience used for the original Annual Vocational Authorization may be accepted by a teacher education institution for temporary vocational authorization.
 - Institutions will be required to document an individual's work experience in their files.
- If the candidate has prior documented work experience, successful completion of an occupational competency assessment may be used to update 2,000 hours of the required 4,000 hours. The assessment instrument must be acceptable to appropriate State staff.
 - The assessment must be specific to the occupational field and performance must be documented.
 - A candidate who uses the occupational competency assessment for work experience may not also use the test for establishing university academic credit.

- A candidate, who holds current, valid State of Michigan licensure in the specific occupational area, may use the hours required to obtain their original licensure up to a maximum of 4,000 hours.
- A candidate who holds a U.S. Bureau of Labor Journey person's credential in the specific occupational area may use the hours required to obtain their original credential up to 4,000 hours.